**Commonwealth of Massachusetts**
**Group Insurance Commission**

P.O. Box 8747 • BOSTON, MA 02114-8747
(617) 727-2310 www.mass.gov/gic

# Insurance Enrollment and Change Form (FORM -1)

01 ☐

| Insured's GIC-ID (usually Soc. Sec. #) | Sex: Male ☐ Female ☐ | Date of Birth | Dept. ID # or Agency/Division # |
|---|---|---|---|
| — — | | / / | / |

Name - Last | First | MI

Address ☐ This is a new address | City | State | Zip Code

| Date Entered Service | Bargaining Unit/Union Name | HR/CMS or UMASS Employee ID #: | Home Phone | Work Phone |
|---|---|---|---|---|
| / / | | | ( ) | ( ) |

02 ☐ **LIFE, HEALTH AND LTD COVERAGE** — **Effective Date: / 01 /**

New Enrollment ☐ Change ☐

☐ **Basic Life Only**
☐ **Long Term Disability (LTD)**
☐ **Basic Life and Health** (Select one of the Health Plans below)

Annual Salary: $ _____

Salary Effective Date: _____ /_____ /_____

**Cancel Coverage**
☐ Long Term Disability (LTD)
☐ Health Insurance
☐ Optional Life Insurance

**Health Plan**

☐ Fallon Direct (HMO)
☐ Fallon Select (HMO)
☐ Harvard Pilgrim Independence (PPO)
☐ Harvard Pilgrim Primary Choice (HMO)
☐ Health New England (HMO)
☐ NHP Care – Neighborhood Health Plan (HMO)
☐ Tufts Health Plan Navigator (PPO)
☐ Tufts Health Plan Spirit (HMO-type)
☐ UniCare State Indemnity/Basic CIC: ☐ Yes ☐ No
☐ UniCare/Community Choice (PPO-type)
☐ UniCare/PLUS (PPO-type)

☐ Individual
☐ Family

**Optional Life** **Please Check One:**

☐ **Automatic Increase**
Indicate Multiple Factor (1-8): _____
Multiple Factor 2-8 times is allowed only with Automatic increase. Changing from Non Automatic to Automatic requires a medical form.

☐ **Non Automatic Increase**
**Amount $:** _____
No more than $1000 less than annual salary rounded down to the nearest $ 1,000

☐ **Automatic Increase – Family Status Change**
Indicate Multiple Factor (1 – 4)_____

☐ **Non Automatic Increase – Family Status Change**
**Amount $:** _____
No more than $1000 less than annual salary rounded down to the nearest $1,000

*Marriage, divorce, birth/adoption, death of spouse. The GIC must receive documentation of family status change within 31 days of the event.*

**Please Check One:**
☐ **Smoker**
☐ **Non-Smoker**
Yes, I have been tobacco free for the past 12 months and choose the lower optional life insurance rates

03 ☐ **Name Change** | Previous Name | New Name

## LEAVE OF ABSENCE

**FOR GIC USE ONLY:** **Effective Date: / 01 /**

Leave Pay Status: ☐ Part ☐ Full

04 ☐ **Leave Is:** ☐ With Pay ☐ Without Pay

Leave Type (You MUST Check one of the following):

☐ Educational
* ☐ Maternity
☐ Military Caregiver (26 weeks)
☐ FMLA (12 weeks)
☐ Personal Reason
* ☐ Personal Illness
☐ Sabbatical
☐ FMLA Military Exigency (12 weeks)
☐ Family (for dep < age 3)
☐ Other
* ☐ Industrial accident
☐ Suspension
☐ Military

* Industrial Accident (without pay), Maternity (without pay), and Personal Illness (without pay) leaves all require the employee to submit a Form 11 to the Group Insurance Commission with a letter from the agency head approving the leave of absence.

Duration of Leave: Start Date / / End Date / / Last Day on Payroll / /

05 ☐ **Return to Payroll Deduction:** First Day Back on Payroll / / **FOR GIC USE ONLY:** **Effective Date: / 01 /**

## INSURED CHANGES

06 ☐ **Retirement** Date Retired / / ☐ ORP (Higher Ed Only) Fund Name:

07 ☐ **Transfer to another Agency** Name of Agency Transferred to Effective Date / /

08 ☐ **Transfer from another Agency** Previous Agency Effective Date / /

09 ☐ **Termination Coverage (if elected)** Termination Reason _____ Termination Date _____ /_____ /_____

☐ 39 -Week Layoff Coverage ☐ Deferred Retiree ☐ COBRA (must complete COBRA application) ☐ Conversion (contact carrier for application)

**SIGNATURE REQUIRED**

**Deduction Authorization**: I authorize my employer, or direct my pension authority , to deduct from my payroll or pension check the amount required for the coverage I have selected.
**Long Term Disability Insurance (LTD)**: I understand that by not applying to be insured for Long Term Disability (LTD) insurance when first eligible, I may not apply for LTD Insurance until I have provided satisfactory medical evidence of insurability.
**Health Insurance:** I understand that once I choose a health plan, I cannot change plans until the next annual enrollment, even if my doctor or hospital leaves the plan.
**Optional Life Insurance**: I understand that by not applying to be insured for Optional Life Insurance when first eligible, I may not apply for or increase my Optional Life Insurance until I have provided satisfactory medical evidence of insurability or I have a qualified family status change.
**At Retirement**: I hereby certify that I have filed an application for retirement and desire to continue my present coverage as a retiree. I also understand that if I am Medicare eligible, I am required to join one of the Group Insurance Commission's Medicare supplemental health plans to continue health coverage.
**Survivors:** I am a surviving spouse and certify that I have not remarried and understand that if I do remarry I am no longer eligible for GIC coverage.
**Termination**: I understand that by electing to continue coverage under COBRA or Conversion, I must complete and return the corresponding application in order for this coverage to go into effect.

• If you are applying for Health Insurance, be sure to file a Form IDF to list family members.

x _____ Signature of Applicant Date

x _____ Signature of Authorized Official Date

| FOR GIC USE ONLY: | Entered | Verified | Political Subdivision |
|---|---|---|---|

**ACTIVE EMPLOYEES:** RETURN COMPLETED FORM TO YOUR GIC COORDINATOR **RETIREES:** RETURN COMPLETED FORM TO THE GIC